

**COUNTY OF DUTCHESS
DEPARTMENT OF HEALTH
DIVISION OF WEIGHTS AND MEASURES
PRECIOUS METAL LICENSE APPLICATION INSTRUCTIONS**

THE FILING OF AN APPLICATION DOES NOT CONSTITUTE PERMISSION TO OPERATE AS A
PRECIOUS METAL LICENSE ESTABLISHMENT.
A LICENSE MUST ACTUALLY BE IN POSSESSION OF THE LICENSEE BEFORE ANY
OPERATION MAY BE LEGALLY CONDUCTED.

Failure to complete the required information or the provision of false information on the application may result in the denial of said application for a license or any renewal thereof, as well as cancellation or revocation in the event such license has been issued.

The licensing provided shall apply solely to Local Law 8 of 1987 as amended by Local law 2 of 2011 of the County of Dutchess and the issuance of a license is subject to verification under the requirements of this local law. [To obtain a copy of the Law...](#)

If you are NOT a Dutchess County resident or business owner you must also complete a Service of Process Form.

1. THE APPLICANT must ***first call*** the Dutchess County Sheriffs' Department, Permit Division, 150 North Hamilton Street, Poughkeepsie, New York at 845-486-3883 to make an appointment to hand deliver the Precious Metal Application for processing. Fees will be charged for Fingerprinting and a Criminal Background Check by the Sheriff's Department.
2. The Sheriffs' Department will perform a background investigation through the New York State Division of Criminal Justice Services. The applicant shall comply with all Federal, State and Local requirements necessary to authorize the Sheriff to conduct a criminal history investigation, including fees and consents if necessary. Upon obtaining the applicant's fingerprints and necessary fees, the Sheriff shall request a criminal history investigation through the New York State Division of Criminal Justice Services.
3. The Sheriffs' Department will stamp date "Received" on the left front bottom corner of the application and returns it to the applicant.
4. THE APPLICANT mails the application the Division of Weights and Measures, 98 Peach Rd, Poughkeepsie, NY 12601, with a \$75.00 original application fee. This is in addition to the fees charged by the Sheriff's Department.
5. If the licensee resides outside of Dutchess County, New York, the Application Form for Local Agent for the Service of Process Precious Metal must be completed and submitted.
6. Upon receipt of the investigation, the Sheriff shall inform the Director of Weights and Measures in writing as to whether or not the applicant qualifies for a license pursuant to sub-section "d." The contents of the investigation shall not be disclosed by the Sheriff.
7. The Division of Weights and Measures will then contact the applicant.

Dated: 07/15/14